

JOB DESCRIPTION

Job title:	Senior HR Coordinator (Administration)
Directorate:	Human Resources
Location:	Head Office
Reporting to:	Senior Head of HR
Direct reports:	N/A
Pay grade:	Band 5
Type:	Permanent

1. Values Framework

All staff are expected to know and understand the values of the organisation and uphold these values whilst at work.

- Together
- Focused
- Bold
- Personal

2. OVERALL PURPOSE

As a member of the HR team, this role is responsible for providing an accurate and efficient administrative service to the wider HR team within the Charity to cover all aspects of the employee life cycle and ensuring ongoing compliance to DBS / PVG / Access NI registrations and Professional Registrations. This role will also be responsible for smooth and accurate processing of payroll working closely with the Payroll team

3. KEY RESPONSIBILITIES

Administration

- To be a main point of contact for routine HR queries that come into the HR inbox
- Respond to general queries about the HR System IRIS Staffology e.g. holiday queries.
- To ensure all personnel files are continually kept up to date for auditing purposes and GDPR
- To be responsible for the archiving and destroying of data as and when needed.
- Produce and issue reference letters.
- Responsible for adding new starters to the intranet.

New Starters

- Produce and issue offer letters and Contracts of Employment.
- Liaise with the new starter to agree start date, arrange ID checks and answer any ad hoc questions they may have to facilitate a smooth and welcoming start.

- Provide the line manager with the necessary induction details and answer the queries they may have around the induction period.
- Complete relevant pre-employment checks and joining paperwork for new starters.
- Advise manager and HR Business Partner as appropriate of any health concerns raised during onboarding.
- Inform IT of the requirements for the new starter.
- Maintain the Onboarding spreadsheet and ensure all tasks are completed.
- Liaise with manager to obtain the correct details for new starter, then complete the Learning Registration form in advance of their first day.
- Diarise future dates for those on work permits.

Compliance

- Run quarterly reports to ensure DBS / PVG / AccessNI is in place.
- Obtain and renew DBS, PVG and Access NI checks for all employees, volunteers and Trustees.
- Attend regular training to ensure our DBS / PVG / AccessNI compliance meets the respective regulations.
- Update PVG account to remove scheme members when they leave employment to meet legal obligations.

Payroll Support

- Enter new starters, leavers and monthly increments onto the HR system IRIS Staffology and the payroll excel spreadsheet (V3).
- Contact employees via email to confirm their increments.
- Ensure the HR Payroll Sheet spreadsheet is kept up to date with future payroll requirements so nothing can be missed in periods of absence / annual leave.

Student Placements

- Work with managers to onboard Student Placements
- Ensure we have a Placement Agreement in place with the University
- Liaise with Student / University to ensure a DBS / risk assessment is in place
- Confirm IT requirements are in place
- Diarise to ensure end date is observed.

Volunteers

- Work with the fundraising team to ensure volunteers receive and complete the relevant paperwork, noting if any declarations that may raise concern.
- Obtain correct level of DBS checks.
- Ensure references have been received on the Assemble platform.

Recruitment

- To assist the Senior HR Coordinator (Recruitment) with the recruitment process.

Probation Periods

- Monitor probation periods and issue letters on satisfactory completion of the probation period.
- Highlight any issues to the HR Business Partner

Professional Registrations

- Run quarterly reports to ensure Clinical Professional Registrations are in place.
- Maintain the record of professional registrations and chase for renewal data
- Log all registrations on Staffology and file in employee folder.
- Keep the current Professional Registration reports up to date.

Reporting

- Provide monthly starters and leavers reports to team member as appropriate.
- Provide monthly high view absence reporting to the Learning Team to ensure learning compliance reporting is accurate.

Other tasks

- Support delivery of HR projects when appropriate

4. RISK MANAGEMENT

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

As an employee of Combat Stress, you are required to be risk aware, readily able to identify risks faced by you and by Combat Stress in the course of your day-to-day employment. Where a new risk is identified it is to be reported through your line manager.

We reserve the right to ask you from time to time to undertake any other reasonable duties as required within this role.

Signature – Job Holder

Date

Signature – Line Manager

Date

Reviewed/created: May 2026

Next review date: